

SUBJECT: PROTECTIVE FOOTWEAR

PURPOSE:

Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

This policy incorporates the requirements of the U.S. OSHA Regulations 1910.136, Occupational Foot Protection and ANSI Z41-1999, "American National Standard Personal Protection – Protective Footwear."

POLICY STATEMENT:

It is the responsibility of each department to perform a workplace hazard assessment to determine the need for specific foot protection, which employees require foot protection and to ensure that appropriate foot protection is being worn.

Employees are responsible for their own safe use of foot protection. They shall wear the approved foot protection as part of their work uniform.

Management/Supervisors are responsible for implementing an appropriate foot protection program for individuals, work, and areas under their direction. They shall:

1. Evaluate all their work areas and tasks and assess the risk for foot injuries, plus slips and falls and electrical shock.
2. Determine the need for specific foot protection.
3. Ensure employees are wearing appropriate, approved foot protection.
4. Provide adequate storage and care capability if needed.
5. Ensure foot protection requirements are being followed.

The City Safety Coordinator shall:

1. Provide professional consultation and guidance to management for all foot protection program elements.
2. Audit the foot protection program and assist management in developing effective strategies for indicated improvement.

EMPLOYEE REIMBURSEMENT

The City of Clarksville will reimburse employees up to the amount of one hundred and twenty five dollars (\$125) per year for protective footwear that meets the ANSI Z41-1999 criteria. Note: At this time, there is no legal requirement for the City to provide employees with protective equipment that is considered personal in nature, such as protective footwear.

At the discretion of the department head, employees may be reimbursed for protective footwear that is destroyed due to a work-related accident, chemical spill or other similar event beyond normal wear, tear and use.

IMPLEMENTATION:

1. Perform hazard assessment of department worksites to determine the need for and type of foot protection.
2. Ensure employees select appropriate, approved foot protection.
3. All protective footwear shall meet the requirements of ANSI Standard Z41-1999:
 - a. Protective footwear is intended to provide protection for the toes against external forces through the use of a protective toe box. Compression and impact resistant protective footwear shall be rated no less than C/75 and I/75, respectively.
 - b. Employees conducting electrical work such as building/facility maintenance, traffic signal maintenance, sewer lift maintenance, etc. shall wear protective footwear with an ANSI electrical hazard rating. The footwear that is rated for electrical hazards shall provide protection against open circuits of 600 volts or less under dry conditions. No metal parts shall be incorporated in the sole or heel of the shoe. The ANSI label printed or sewn onto the shoe shall have "EH" indicated.
4. The identification of all protective footwear certified as meeting the requirements of this procedure shall follow a consistent pattern. One shoe of each pair shall be clearly and legibly identified in letters and numbers by stitched-in labels, stamping, and/or pressure-sensitized labels. The labels shall identify the shoes as complying with the standard, the year of the standard, gender, and which sections of the standard the shoe complies with.

Example label for a female Street Department employee who conducts concrete finishing:

*ANSI Z41 PT 99
F I/75 C/75*

Example label for a male Building Maintenance employee who conducts electrical maintenance work:

*ANSI Z41 PT 99
M I/75 C/75
EH*

5. Employees who are exposed to foot hazards AND who regularly operate heavy equipment, large trucks or frequently enter/exit vehicles, must wear protective footwear that extends above the ankle.
6. Employees may use local shoe vendors provided that the protective footwear purchased meets items 2 through 4 above. Requests for reimbursement shall be submitted through the employee's supervisor. If footwear is purchased through a local vendor, it is the supervisor's responsibility to inspect the protective footwear for ANSI Z41-1999 compliance.
7. Departments may host mobile footwear vendors and arrange direct billing at their discretion. If such vendors are used, the vendor must supply a statement that the footwear meets ANSI Z41-1999.
8. To limit costs and prevent damage to an employee's protective footwear, departments should issue appropriate over-boots in situations such as sewer work and work around chemicals, concrete or other materials.

9. No affected employee may work without protective footwear where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. If anyone needs information on what type of foot protection is appropriate, contact the city Safety Coordinator.

OFFICIAL DOCUMENT

APPROVED BY CITY COUNCIL: MARCH 6, 2003

EFFECTIVE DATE: MARCH 6, 2003

Michael Worsham, Director of Human Resources